

**To access your EXISTING WeShare account.**

- Go to our WeShare secure website: <https://stpeterscatholic.weshareonline.org>.
- Click on the “**Login**” button at the top right hand corner of the page
- Enter email address and password
- Choose a donation opportunity (e.g. *Offertory Donation (Stewardship of Treasure)*) and click “Make a Donation.”
- Choose “Recurring Donation” or “One Time Donation”
  - **For a One Time Donation – drafting today (the date of the authorization):**
    - Enter the amount of the donation or choose a preselected option
    - Choose payment type – Checking/Savings, Debit Card, or Credit Card
    - Enter payment details – account information and billing information for that payment source
    - Enter your contact information - email address, first and last name, and phone number
    - Confirm your information by checking the box that states “I’m not a robot” and selecting the items requested in the pop up box
    - Check the box “I agree”
    - Select “Submit Your One Time Donation”
  - **For a One Time Donation – drafting at a future date:**
    - Choose “**Recurring Donation**”
    - Pick your recurrence pattern - enter your donation amount and choose the frequency.
    - Pick your recurrence duration - choose when to start, then choose end the donation after 1 transaction
    - Choose payment type – Checking/Savings, Debit Card, or Credit Card
    - Enter payment details – account information and billing information for that payment source
    - Enter your contact information - email address, first and last name, and phone number
    - Confirm your information by checking the box that states “I’m not a robot” and selecting the items requested in the pop up box
    - Check the box “I agree”
    - Select “Create You Recurring Transaction”
  - **For a Recurring Donation**
    - Pick your recurrence pattern - enter your donation amount and choose the frequency.
    - Pick your recurrence duration - choose when to start and end the donation
    - Choose payment type – Checking/Savings, Debit Card, or Credit Card
    - Enter your account information and the billing information for that payment source.
    - Enter your contact information - email address, first and last name, and phone number
    - Confirm your information by checking the box that states “I’m not a robot” and selecting the items requested in the pop up box
    - Check the box “I agree”
    - Select “Create You Recurring Transaction”

---OR---

**If you forgot your password**

- Click on the “**Login**” button at the top right hand corner of the page
- Choose “Forgot Password?” – located under the area to type your password
- Enter your email address
- Choose “Get Password Instructions”
- You will receive an email from WeShare (good for 24 hours) with instructions for resetting your password. Click “Please click this link to set your password” and enter your new password.  
Once you have created your new password you will be redirected to the St. Peter WeShare webpage.
- Follow the instructions above for logging into your WeShare account.